



CALGARY PRIDE

Employment Opportunity

Title: Volunteer Coordinator

Type: Full Time, Temporary (Until September 2023)

Start Date: ASAP

Pay: \$24.00/hour

Hours: 37.5 hours/week

Format: Hybrid, increasing presence for in-person work will be required in July and August

Calgary Pride is a not-for-profit organization that has been serving Calgary since 1990. It remains a vital part of the local gender and sexually-diverse community, positioning Calgary as a 2SLGBTQ+ destination for both national and international visitors. Our mandate is to advance visibility and inclusion for Calgary's gender and sexually diverse communities. To do this, we endeavour to build strong community partnerships, implement ongoing programs like Reading with Royalty (drag storytime program for kiddos in partnership with the Calgary Public Library), Queerly Festive (a free holiday dinner & show), and produce Calgary's premier celebration of diversity, Calgary Pride Week, Parade & Festival.

To read about Calgary Pride's ongoing diversity, equity, and inclusion journey, please visit calgarypride.ca/dei.

Eligibility

As this role is supported by Canada Summer Jobs, the applicant must be between the ages of 18 and 30.

Accessibility

Interviews will be conducted remotely over Google Meet. If a different interview format is more accessible for you, please indicate this in your application. Calgary Pride staff are working remotely until in-person work is safe and is permitted. When we are able to resume in-person work, some things to note about our office space:

- Our office is in the Calgary neighborhood of East Village and is accessible via public transit.
- Office is on ground level, wheelchair accessible.
- Gender-inclusive public washrooms on site.



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We strive to be as inclusive as possible, and work to ensure a workplace environment that is free of visible and invisible barriers, and comfortable for people with disabilities and neurodivergent people. Some things to note about working at Calgary Pride:

- Calgary Pride's primary working language is English.
- Our regular working days are Monday to Friday with core hours being 9:00 a.m. to 5:00 p.m.
- Our team works on a flexible schedule, and May to September is the peak season for Calgary Pride Week, Parade & Festival. Particularly during Calgary Pride Week (Aug 26 to Sept 4, 2023), staff, volunteers, and board members typically work more hours, and longer days.

Role

Reporting to the Manager of Communications and Manager of Production & Programming, the **Volunteer Coordinator** is primarily responsible for managing administration, recruitment, training and communications required to support all volunteers during Calgary Pride week. This individual is a passionate, caring, innovative, and self-motivated person interested in making meaningful relationships with volunteers to inspire meaningful engagement.

The ideal candidate will also support raising awareness of Calgary Pride programs while playing a role in stakeholder communications (internal and external) that fortifies the organization's strategic direction. As part of a fast-moving and compassionate team, you will bring creativity to our circle while playing a leadership role in the organization.

Responsibilities

General volunteer management

- Use various recruiting methods such as networking, advertising, social media, local media, and community engagement to secure volunteers for Calgary Pride's events.
- Review and update volunteer position descriptions in consultation with committees and staff.
- Support and manage the intake and interview protocol for potential volunteers to ensure the best match between the skills, qualifications and interests of the volunteers and the needs of Calgary Pride.
- Create schedules as required and manage placement and communication with volunteers to fill the required shifts.
- Responsible for coordinating and facilitating volunteer orientations and training sessions before the event. The orientation sessions are focused on providing knowledge about Calgary Pride, sharing information about the 2023 Festival and explaining roles and responsibilities of volunteers.
- Lead and organize the gathering of items and creation of swag bags for volunteers.



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- Be the primary contact for volunteers from July - September 2023, ensuring that volunteers receive support and guidance in the successful execution of Calgary Pride Week.
- Ensure that volunteers work in a safe, healthy, and supportive environment following all appropriate legislation and regulations.
- Support Manager of Production and Programming and Communications to ensure that all volunteer paperwork, including volunteer hours, is tracked and documented.
- Assist in the gathering of information and development of reporting documents about volunteer participation.
- Support the planning and delivery of the Calgary Pride Volunteer Appreciation event.
- Maintains and monitors project plans as outlined in Asana, a cloud based project management software.
- Organize, attend, and participate in committee meetings.
- Documenting and following up on important actions and decisions from meetings.

#OurPride

- In collaboration with committees and management, act as a liaison to businesses who have expressed interest in having volunteers participate in Calgary Pride's #OurPride business initiative program.
- Work closely with the Manager of Production and Programming to ensure that representatives (volunteers) attend #OurPride initiatives as Calgary Pride ambassador.
- Assist in delivery of marketing materials to participating businesses.

Other important details

Flexible Work Agreement

The nature of this position may require an increased workload at specific times throughout the year, as well as the ability to work evenings and weekends. Calgary Pride will provide you with paid time off in lieu of overtime hours worked. An agreement will be placed in the letter of offer.

You are entitled to take statutory holidays as paid days off, as indicated by the Government of Alberta. In the event that a statutory holiday falls on the weekend, you are entitled to take a day off in lieu as soon as possible after the statutory holiday.

Medical/Dental Benefits

Medical and Dental benefits for this position are not currently provided by the organization.

Qualifications

- Event, human resources, communications or administrative certification and/or equivalent experience considered an asset.
- Outgoing personality and able to convey the importance of volunteers for Calgary Pride.
- Excellent communication skills, including email etiquette and virtual meeting attendance.



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- Able to work well within a team as well as guiding your own independent responsibilities.
- Ability to build productive internal and external relationships with staff, donors, volunteers, and vendors.
- Act professionally manner while creating and maintaining new connections with community agencies/businesses.
- Extremely comfortable working with and learning new software.
- Flexible schedule and ability to set hours as needed, and availability to spend time attending community events.
- Possess a passion for the community, and demonstrates an understanding of current challenges and opportunities faced by gender and sexually diverse communities.
- Understanding of, including a diversity, equity and inclusion lens into the volunteer management process.
- Aptitude to think critically, work with complexity, and prioritize changing demands.
- Have access to a working laptop, a cell phone, and a functional vehicle with a clean driving record.

Calgary Pride is an equal opportunity employer, is strongly committed to diversity, equity, and inclusion, and encourages applications from gender and sexually diverse candidates, racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, and others who may contribute to organizational diversification of ideas.

Terms of Employment: This position will be on a temporary full time position at an average of 37.5 hours/week, and will be allowed some flexibility in work schedule, in consultation with the Managers. In addition, the workload will be variable due to Calgary Pride programming and special initiatives. The successful candidate is expected to manage their time accordingly and take overtime hours as time in lieu at the earliest available opportunity.

If you would like to begin a confidential conversation about your individual accessibility or accommodation needs through the recruitment process, we encourage you to email our team at accessibility@calgarypride.ca or call us at 403-536-4077.

Application Process

All applicants will be required to provide the below, when completing their application. Please be prepared to include your response along with your resume when you submit your application.

Part A:

The last In-person Calgary Pride Parade & Festival had over 600 volunteers, briefly describe how you would recruit and track volunteers.

Part B:



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How would you build positive relationships with volunteers and make them feel like their contributions are meaningful and important to the organization?

To Apply:

For best consideration, submit your application and resume no later than **May 8, 2023, 11:59 p.m. Mountain Time**

We thank those applicants who are interested in this position; however, only those candidates selected for an interview will be contacted.